

California Franchise Tax Board

STATE OF CALIFORNIA ASSOCIATE PERSONNEL ANALYST

PROMOTIONAL EXAMINATION SPOT SACRAMENTO

FRANCHISE TAX BOARD
PO Box 550
Sacramento CA 95812-0550
ATTN: Exam Unit, (916) 845-3608
Website: www.ftb.ca.gov
TDD is **Telecommunications Device for the Deaf.**
California Relay Service
From TDD phone (800) 735-2929
From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

HOW TO APPLY

Applications are available and can be filed:

In Person:	By Mail:
Franchise Tax Board	Franchise Tax Board
9646 Butterfield Way	ATTN: Exam Unit
Sacramento Bldg., Exam Unit	PO Box 550
Sacramento, CA 95827	Sacramento, CA 95812-0550

APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with Franchise Tax Board as of the final file date in order to apply for this examination. Under certain circumstances, former FTB employees may be allowed to compete under the provisions of Rule 235 (see General Information on the reverse side of the bulletin).

FINAL FILING DATE: April 15, 2009

Applications (STD 678) must be **POSTMARKED** no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason. **Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Candidates who do not appear for the interview will be disqualified.**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

EXAMINATION DATE

It is anticipated interviews will be held in May or June 2009

SALARY RANGE: \$4400 - \$5348

WHO MAY APPLY

This is a departmental promotional examination for the Franchise Tax Board.

1. Applicants must have a permanent civil service appointment with the Franchise Tax Board as of the final file date in order to participate in this examination; **or**
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; **or**
3. Must be a current or former non-elected exempt employee of the Executive branch for two or more consecutive years as defined in Government Code Section 18992, **or**

4. Must be a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. **Applicants meeting the criteria under item 4 must submit form DD214 along with their standard state application (STC 678). Veterans' preference points will not be granted in promotional examinations.**

For applicants meeting criteria under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Franchise Tax Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the entrance requirements for this examination by the final file date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

In the California state service, one year of experience performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

Or II

Experience: **Either:**

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; **or**
2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.) **And**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSOCIATE PERSONNEL ANALYST KY90-5142
EXAM CODE: 9FT11

FINAL FILING DATE: April 15, 2009
BULLETIN RELEASE DATE: April 1, 2009

ASSOCIATE PERSONNEL ANALYST

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

The Associate Personnel Analyst, under general direction, performs the more responsible, varied and complex technical work of the state personnel management program; advises and assists operating officials and may act as a lead person for other staff personnel.

Positions exist in Sacramento only.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Candidates who do not appear for the interview will be disqualified.**

Qualifications Appraisal Interview – Weighted 100.00%

The examination will include a number of predetermined job-related questions. The first portion of the interview may consist of a structured exercise that tests the knowledge, skills and abilities required to perform the work done by an Associate Personnel Analyst. In addition, candidates should be prepared to answer questions related to areas listed under "Scope".

Examination Scope:

Knowledge of:

1. Applying principles and practices of public personnel management
2. Classification and Pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys

3. Techniques of employee recruitment
4. Employee relations and employee performance evaluations
5. Test construction and source of test materials
6. Principles, practices, and trends of public administration, and organization and management

Skill in:

1. Applying principles and practices of public personnel management

Ability to:

1. Perform research in various personnel fields
2. Interpret and apply laws, rules, standards and procedures
3. Develop and administer training programs
4. Analyze and solve difficult technical personnel problems
5. Appraise qualifications of applicants and interview effectively
6. Maintain the confidence and cooperation of others
7. Analyze data and present ideas and information effectively
8. Train and supervise subordinates
9. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management

Veteran's preference credit is not granted in promotional examinations.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non-disability retirement or removal for cause.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Promotional Examinations Only: Competition is limited to employees who have as permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board office.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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